

**HALIFAX TOWNSHIP**  
**102 Fisher Street**  
**BOARD OF SUPERVISORS**  
**MONTHLY BUSINESS MEETING MINUTES**  
**December 11, 2017 – 7:00 p.m.**

**CALL TO ORDER** - Chairman Bechtel called the meeting to order at 7:04 pm followed with the Pledge of Allegiance.

**ROLL CALL** - Supervisors Bechtel, Bruner, Paul, Schreffler, and McBurney are present along with Engineer Tom Wilson, Solicitor Warshawsky, Roadmaster Corey Stazewski and Secretary Wendy M. Wentzel.

**RECORDING MEETING** – No one other than the Recording Secretary is recording this evening’s meeting.

**EXECUTIVE SESSION** – An executive session was held this evening prior to the meeting 6:00 pm to 7:00 pm for discussion on litigation and land acquisition.

**PUBLIC COMMENT PERIOD** – None

**SECRETARY/TREASURER REPORT**

**Paid Interim Bills – Motion** was made by Supervisor McBurney and second by Supervisor Paul to approve the paid interim bills thru December 11, 2017. Vote called. Motion carries 5-0. **Current Unpaid Bills – Motion** was made by Supervisor Schreffler and second by Supervisor McBurney to pay the unpaid bills as of December 11, 2017. Vote called. Motion carries 5-0. **Minutes – Motion** was made by Supervisor Paul and second by Supervisor Bruner to approve the meeting minutes of November 13, 2017. Vote called. Motion carries 5-0. **Financial Report** – Placed on file for audit at a later period.

**Dauphin County Emergency Management Agency Director Steve Libhart** was present to award EMC Tim Neiter his Professional Certification from the Director of PEMA. This certification is earned by putting in over 340 voluntary hours of online or classroom base instruction.

**EMC REPORT** – EMC Tim Neiter reported that Everbridge is up and running. The expenses for this program will be split among the Township, Halifax Borough and the Halifax Water and Sewer Authority. Residents may sign up for this program which is on the Township website.

**PLANNING COMMISSION REPORT** – Chairperson Mallonee reported that there was not a Planning Commission meeting held in December.

**ENGINEER REPORT** – Engineer Wilson provided an overview of his report dated November 27, 2017 with the Board of Supervisors for services during the month of November. This report has been placed on record.

**Motion** was made by Supervisor Bruner and second by Supervisor Paul to release the balance of the financial security for Georgian Manor/Fellowship Drive in the amount of \$10,918.88 per Engineer Wilson’s memo dated December 8, 2017. Vote called. Motion carries 5-0.

**SOLICITOR REPORT** – Solicitor Warshawsky presented his report dated December 7, 2017 and provided an overview of the items in his report. The report will be placed on record. Bold text items are on the agenda.

**207 Tourist Park Road** – progress still being made. This item will be placed on the agenda for next month.

**ROADMASTER REPORT** – Roadmaster Stazewski submitted his report for November which will be placed on record. The Township received one application for the advertisement for a CDL snowplow. The Board will discuss the rate for CDL snow plow drivers at the Re-Org meeting in January.

**SEO REPORT** –SEO Brian McFeaters was in attendance and presented his fee schedule for 2018. He stated that he will be raising the cost of permit to \$50 from the \$30. He also noted that his daughter Carrie McFeaters acquired her license as a SEO and is now working with him on SEO matters. The Board thanked him for his professionalism and service to the community along with his fair fee schedule.

#### **ADMINISTRATIVE**

**Electric Procurement** - Secretary Wentzel presented her report on rates for electric procurement through Co-Stars. The rates were shopped in October and awarded in November. WGL Energy won the bids for the electric rates providing an annual average savings of \$1,607 and a savings of approximately \$6,429 over the course of the four-year contract. The bulk of the savings falls with the Street Light accounts and the municipal building. **Motion** was made by Supervisor Paul and Supervisor Schreffler to accept the proposal and four-year contract. Vote called. Motion carries 5-0.

**Meeting Room Policy** – It has been observed that the meeting room is not been left in the same condition as prior to the use of the room. A meeting room policy will be presented at the next monthly meeting for discussion.

**Trailer Park Letters** – Melinda Warfel shared that in 1991, a Landlord Tenant Ordinance was passed where Landlords are to report to the Township the names of their tenants. Two years ago, letters were sent to all known landlords. She requested that the Township look at this early in 2018 so that it will help with the census, the school and personal tax billing. When the permit application for the trailer parks are sent out, a copy of the Landlord/Tenant Ordinance will be provided as a reminder that names of tenants have to be provided to the Township.

**Tax Collector** - Chairman Bechtel asked Melinda Warfel regarding the status of her role as Tax Collector for the Township. Due to the present law, she remains as the official Tax Collector. She has secured a younger person who is interested in collecting taxes. This person has all the qualifications and taken the required courses. Due to the present laws and regulations, Melinda will remain as Tax Collector. The Deputy Tax Collector will be appointed at the Re-Org meeting in January.

**Motion** was made by Supervisor Bruner and second by Supervisor Paul to reallocate monies by moving \$14,787.69 from the Winter Maintenance category and placed in the Engineering Service category along with \$3,104.98 being moved from the Seasonal Wages to the Engineering Services, and move \$275 from the Seasonal Wages category to the Community Development category. Vote called. Motion carries 5-0.

#### **OLD BUSINESS**

**Act 172** – A letter will be mailed to the fire department to invite volunteers from the Township to attend the next Board meeting. This will be placed on the agenda for January's meeting.

**Mini Casinos** – After some discussion on whether or not to pass a resolution not allowing any mini casinos to be in the Township, no action was taken.

**Members 1<sup>st</sup>** – Engineer Wilson stated that Members 1<sup>st</sup> has sent a request for the Township to sign off on the PennDOT M-950AA allowing them to apply for their highway occupancy permit. In addition, they requested that the Township provide them with a stormwater consistency letter. There were some Stormwater Management comments remaining since the plan was approved August 14<sup>th</sup> with conditions, so the Engineer asked that Members 1<sup>st</sup> resubmit the plan accordingly. **Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to have Solicitor Warshawsky draft an Developer's Agreement with Members 1<sup>st</sup> for the left turn arrow after the building has been constructed and another traffic study is performed and that the PennDOT Form 950AA will not be signed until the Developer's Agreement has been executed. Vote called. Motion carries 5-0.

**Friends of Fort Halifax** – Frank Wilmarth spoke on behalf of the Friends of Fort Halifax regarding a proposal presented to the Board for performing for repairs at Fort Halifax Park at an estimate cost of \$4,000. He asked if the Township could assist with the trenching and blacktopping when needed. **Motion** was made by Supervisor Paul and second by Supervisor McBurney to approve the proposal as presented for repairs and to proceed when they so desire at the Fort Halifax Park. Vote called. Motion carries 5-0.

#### **NEW BUSINESS**

**Fackler SWM** – **Motion** was made by Supervisor Paul and second by Supervisor McBurney to approve the waiver based upon a new application with the waiver request. Vote called. Motion carries 5-0.

**2018 Budget Adoption** – **Motion** was made by Supervisor Bruner and second by Supervisor Paul to adopt the 2018 Budget for 2018. Vote called. Motion carries 5-0.

**2018 Tax Resolution** – **Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to dispense with the reading of the Resolution. Vote called. Motion carries 5-0. **Motion** was made by Supervisor Bruner and second by Supervisor Schreffler to adopt the 2018 Tax Resolution. Vote called. Motion carries 5-0.

**2018 Meeting Dates** – **Motion** was made by Supervisor Bruner and second by Supervisor Paul to advertise the 2018 meeting dates for the Board of Supervisors and the Planning Commission. Vote called. Motion carries 5-0.

**CPA Auditor Advertisement** – **Motion** was made by Supervisor Bruner and second by Supervisor McBurney to advertise the meeting for appointing an outside auditing firm to audit the financial records of the Township. Vote called. Motion carries 5-0.

**Donna Rode** – **Melinda Warfel** started by saying that the School performed some due diligence on the land across from the High school and voted not to purchase the land. In keeping with the idea that they want to keep considering things, she asked if there was anything that the Township can suggest in their decision on what to do because it has been found that there are some serious renovations that need to be done at the elementary schools. She noted that there is that area of Fort Halifax Park that is close to water and sewer. She stated that it would be a great opportunity for the Friends of Fort Halifax, the Township and the school to work together. She asked if the Board had any ideas on approaching the elected officials that may have an influence in helping make this happen. Supervisor McBurney noted that the Board presented an offer to the School earlier in the year offering them a piece of Fort Halifax. He also spoke to a representative from Senator DiSanto's office. They talked about taking a small piece of the parcel and the Senator's office stated that they didn't think that they could change any part of the Act 93 Grant. There is a provision in that grant to repurchase the property and to buy it back with interest. More discussion took place regarding ideas. **Donna Rode** ask for a collaboration from the Board and the School Board to look for solutions for our area. She noted that the Board will be forming 3 ad hoc committees for: 1. Revisiting a merger with Millersburg Schools; 2. Working together to get the Fort Halifax parcel out of the conservancy; and 3. Having a Vo-tech school in the Upper Dauphin area due to students being turned away the current Vo-tech being at capacity. Supervisor McBurney volunteered to serve on the committees. Supervisor Bruner also volunteered.

#### **AGENDA ITEMS FOR NEXT MEETING**

Act 172  
207 Tourist Park Road  
Meeting Room Policy  
Act 537 Update  
Archeological Artifacts

#### **ANNOUNCEMENTS**

December 25, 2017 – Office Closed  
January 1, 2018 – Office Closed  
Tuesday, January 2, 2018 – Re-Org meeting – 7:00pm  
Wednesday, January 3, 2018 – Auditors Re-Org – 6:30 pm

Wednesday, January 3, 2018 – Planning Commission Re-Org/Regular meeting – 7:00pm

Monday, January 8, 2018 – Supervisors Monthly Meeting – 7:00 pm

**ADJOURNMENT**

**Motion** was made by Supervisor Bruner and second by Supervisor Paul to adjourn at 9:20pm. Vote called. Motion carries 5-0.

**Respectfully Submitted,**

**Wendy M. Wentzel**  
**Secretary**